



Utility Supervisor

Department: Utilities

Class Code: 3224

EEO Code: 28

FLSA: N

Effective: 01/08/1992

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of considerable difficulty in supervising and coordinating activities of workers engaged in inspecting, installing, maintaining, repairing and servicing water distribution, wastewater collection and water and wastewater treatment facilities; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises, coordinates and participates in excavating and backfilling trenches and culverts, installing, repairing and replacing water and sewer mains, joining and caulking pipeline, repairing valves and hydrants, drilling and installing taps in mains and performing related street repairs; investigates problems at pump stations and tank sites; receives and checks complaints and emergency calls; supervises and participates in maintenance of pumping stations; directs preventive maintenance and emergency repairs at water and wastewater treatment plants; maintains computerized records of equipment maintenance and repair; interprets policies to employees and enforces safety regulations; interprets specifications, blueprints and job orders to workers and assigns duties; completes daily records for logs and time sheets; establishes or adjusts work procedures to meet production schedules, using knowledge of capabilities of machines and equipment; recommends measures to improve production methods and efficiency of work crew; recommends personnel actions, such as promotions, transfers, discharges and disciplinary measures; evaluates employees; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of supervisory principles and practices; of inflow/infiltration elimination processes; considerable skill in operating and maintaining all machinery and equipment at plant sites; in performing general maintenance procedures; in supervising and participating in compound meter operation and repair; in supervising and participating in main construction repairs; in applying electrical and plumbing principles; in repairing HVAC systems.

Ability to work in confined spaces; to climb, bend, stoop and reach; to lift parts and supplies weighing up to 75 pounds.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a high school diploma and four years of experience as a utility worker including two years of supervisory experience; or an equivalent combination of training and experience. Commercial driver's license may be required.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
